WISCONSIN STATEWIDE ASSESSMENT SYSTEM UPDATE

Office of Educational Accountability

We're going to take a three-week break from the DAC Digest as staff here - and many of you! - will be away from the office for holiday celebrations. While we are taking a break from this newsletter, many of us will be in the office as we expect to be working on our response to the U.S. Department of Education's comments on Wisconsin's ESSA Plan. We have not yet received those comments but anticipate getting them any day now! If there is anything to share on ESSA between now and January, it will likely be posted to the ESEA/ESSA page: https://dpi.wi.gov/esea.

All of us in OEA extend our wishes to you for a restful, happy, and healthy holiday season. If anything arises that needs our attention in the coming weeks, please don't hesitate to call or email us (oeamail@dpi.wi.gov). In the meantime, Happy Holidays and we'll see you in the New Year!

~Laura Pinsonneault
Director, Office of Educational Accountability

Office of Student Assessment

Help Us Build Strategic Assessment Systems Together!

Thank you to all who have joined our work in building assessment and data literacy! We have an outstanding group of Wisconsin educators including teachers, math and literacy coaches, administrators, curriculum and instruction experts, etc. on our Classroom Data Tool User Advisory Group. This group is advising the applications development team around designing the Classroom Data Tool. Their ideas and suggestions have been incorporated into the work of the team so that we are able to provide the best tool possible for educators in the field. We are always looking for more user group members. Please read the Classroom Data Management Tool Advisory Group Description for more information about the role of the user group within this project. Our next online meeting is Monday, December 18, from 3:15 - 4:15 p.m.

We are also looking for at least four districts to take part in a classroom data tool pilot group this spring starting in late February or March. These pilot districts will use the app and provide feedback to our applications development team about the usability of the features and suggest additional features that would enhance the tool. The information gathered from the pilot groups will inform the application that we plan to release for the 2018-2019 school year. Please read the pilot description and fill out this google form if you are interested. Contact lauren.zellmer@dpi.wi.gov with questions.

OSA Staff Update

We recently bid farewell to Kristen Burton, DLM Consultant, who has accepted a new position at the University of Wisconsin. With her departure, we will be looking for her replacement in the coming weeks. If you have questions regarding the Dynamic Learning Maps assessment, please contact Mike Peacy at michael.peacy@dpi.wi.gov or 608-261-1288. Questions regarding IEPs, 1% Verification Forms, Wisconsin Essential Elements or accommodations, should be directed to the Office of Special Education at dpisped@dpi.wi.gov or (608) 266-1781.

Holidays
This is the last DAC Digest of the calendar year. We will resume on January 10 with our first edition of 2018. We hope you and your families have a wonderful holiday season!

~Viji
Viji Somasundaram, Director - Office of Student Assessment

Forward Exam

Forward Exam Item Samplers (practice exams)
The Forward Exam Item Samplers are now available publicly in both PDF and online versions on the Forward Exam Practice Test/Sample Items webpage. Forward Exam Item Samplers for all grades and content areas contain samples of stimuli and test items similar to those on the Forward Exam. The items illustrate a sample of the content and types of items that students will encounter on the Forward Exam. In the pdf versions, a summary data table (appendix) for each grade and content area identifies the alignment (standard measured), answer key, depth of knowledge, and annotations for each item. These summary data are also available in the online versions. The online version uses the same format and tools students will see during the actual Forward Exam.

New—Forward Exam 2018 DAC Trainings
DPI and DRC will be holding DAC training sessions across the state from January 22 through January 26 to help districts prepare for the 2018 administration of the Forward Exam. The training sessions will run from 9:00 a.m. to 2:00 p.m., with lunch provided. The locations and dates are below:

- January 22 - Ramada Richland Center, Richland Center
- January 23 - Off Broadway Banquet Center, Menomonie
- January 24 - Jefferson Street Inn, Wausau
- January 25 - Radisson Paper Valley, Appleton
- January 26 - Milwaukee Marriott West, Waukesha

Please register for one of the training sessions using the following link: 2018 Forward Exam DAC Training Registration

2018 Forward Exam District Technology Coordinator (DTC) Training and Resources Available
DTC training webinars were held on October 25 and November 1, and over 300 DTCs attended the trainings. The webinars were recorded and are available on the Forward Exam Technology Requirements webpage for anyone who was not able to attend the live webinar. Technology readiness resources are also now available on the Forward Exam Technology Requirements webpage.

2018 Forward Exam District Technology Coordinator (DTC) Q & A Sessions
District Technology Coordinator (DTC) Q & A Sessions are scheduled for:

- January 17, 2018 - Refresher technology training/Q&A
    - You can now sign up for this session using the following link: January 2018 DTC Q & A Session
- February 14, 2018 - Technology Q&A
- March 14, 2018 - Technology Q&A

TTS/Read Aloud Accommodation Change

New this year is a change to the Text-to-Speech (TTS)/read aloud accommodation for the Forward Exam. The TTS/read aloud **accommodation** allows the student to listen to ELA test information displayed on the screen, including test directions, questions, answer choices, and **ELA reading passages**. This accommodation may only be provided to a student with visual impairments who is not proficient in contracted Braille, whose need is documented in an IEP or 504 plan and has met all five criteria on the *Guidelines for Administration of the TTS/Read Aloud Accommodation for the Forward Exam* form. Students who do not meet this criteria, but require TTS or read aloud, should use the designated support, including those with IEP or 504 plans. TTS/read aloud designated support allows the student to listen to test information displayed on the screen, including test directions, questions, and answer choices for all content areas (just not the ELA session 4 reading passages). The *Guidelines for Administration of the TTS/Read Aloud Accommodation for the Forward Exam* form and more information **is now available** in the 2017-18 Accessibility Guide, available on the Forward Exam Accommodations and Supports webpage.

Updated Important note: DACs should *remove permissions from and make inactive* any individuals in eDIRECT who are no longer employed by the district and adjust user roles to sync with recent staffing changes.

Dynamic Learning Maps (DLM)

NEW- Testlet Information Page (TIPS)- have now been relocated within KITE Educator Portal based upon educator feedback. In Spring 2018, the TIPs will be on the Test Management page where the tickets can be found opposed to filtering down to a different page. Please note that test ticket and TIPS only appear once the test window opens and when the student has been properly enrolled/rostered.

NEW- KITE Client and Educator Portal Maintenance- KITE Client and Educator Portal will not be available Friday, December 15 at 7:00 p.m. through Saturday, December 16 at 6:00 p.m. Central time. Users will not be able to access either system during this period.

This extended maintenance window allows the technology team to update to the database software so they remain current. DLM teachers and staff should see no changes to the KITE Client or Educator Portal user interfaces from these enhancements.

Reminder:

District Test Coordinator and Test Administrator Checklists—DPI has created a simple step-by-step checklist of all DLM DTC responsibilities. In addition, a Test Administrator Checklist is also available for teachers administering the DLM assessment. These are both available on the [DPI website](#).

Required Test Administration Training—All district assessment coordinators (DACs) have been added to [Moodle](#) as facilitated trainers. **DACs can also request additional district staff to be added as facilitators by contacting the [DLM Helpdesk](#). Teachers who have moved districts or changed their emails should contact the [DLM Helpdesk](#) to merge their Moodle accounts. They will need to provide their old email address as well as their new email address.** Please see the [Guide to the DLM Required Test Administration Training](#) for login information.

All test administrators (anyone with a 'teacher' role in Educator Portal) must complete the required training prior to administering the DLM assessment and the optional instructional assessments (Instructional Tools Interface or ITI).

- Returning test administrators will be required to complete a refresher module and quiz as well as a science module and quiz (approximately 1 hour and 25 minutes).
- New test administrators within the DLM system will be expected to complete four required modules and quizzes (approximately 3 hours). The training modules are now available. We encourage test administrators to complete their training as early as possible and to not wait until the test window to complete the modules.

KITE® Client is the secure browser used by students taking DLM assessments. Please ensure that the most recent version of KITE Client is installed on devices. For new devices that have never had KITE Client installed, please see the instructions for downloading KITE 5.0 on the DLM website under the [KITE Suite](#) heading. For devices that have a previous version of KITE Client (version 3.0 was used during the 2016-17 school year), the KITE Client interface will be automatically updated to KITE Client 5.0 for the 2017-18 school year.

- Auto-update will be prompted when the device is powered on, connected to the internet, and KITE Client is launched.
- Auto-update went out August 31, 2017.
- After the update is downloaded, the user will be prompted to restart the KITE Client.

The auto-update takes about 10 minutes. Be sure to allow enough time for the auto-update.

School Assessment Type - Alternate (SATA)

In an effort to more accurately identify students anticipated to take the DLM alternate assessment under the new ESSA participation cap, we are asking districts to utilize the Student Characteristic SATA in WISEdata. The department began including additional validations around this indicator on October 12, 2017. All students taking the alternate assessment (DLM) must qualify as a student with the most significant cognitive disabilities as outlined below.

In Wisconsin, a student with the most significant cognitive disability:

- typically is characterized as functioning at least two and a half to three standard deviations below the mean in both adaptive behavior <u>and</u> cognitive functioning; **and**

- performs substantially below grade level expectations on the academic content standards for the grade in which they are enrolled, even with the use of adaptations and accommodations; **and**
- requires extensive, direct individualized instruction and substantial supports to achieve measurable gains, across all content areas and settings.

Only a student who meets these criteria and participates in the alternate academic achievement standards may take the alternate assessment.

ACT HIGH SCHOOL ASSESSMENTS
New Test Administration Policies to Review
- Examinees testing with Timing Code 6 (time and a half) will now have 5 hours to complete the four multiple-choice tests and 1 hour to complete the writing test. FAQs on this policy change can be found here: Timing code 6 change
- Schools and districts may choose to offer an extended break for lunch between the multiple choice tests and writing test. This is a school-wide decision that applies to all testing rooms and requires that students are continually monitored and do not access cell phones, discuss test items, or engage in other prohibited behavior during the break. The Test Coordinator Information Manual details the lunch break option on pages 3-4.
- A USB device will be included in all kits with DVD. The USB can be used in place of the DVD for sites that do not have disk drives on computers. The USB is compatible with Chomebook, PC, and Mac and requires a web browser.

ACT with writing and WorkKeys
Reminders:
Student Information Data Upload
- DPI will upload student information from WISEdata into PearsonAccess^{next} on January 9.
- Please have grade 11 student data in your local Student Information System up-to-date on **January 8** to ensure accurate and up-to-date student information is loaded.

Materials for Initial Test Dates
- Test coordinators do not place an order for initial standard time ACT and WorkKeys test materials; this order is automatically generated by your student enrollment count in PearsonAccess^{next}.
- Materials orders for ACT-approved accommodations and English learners (EL) supports initial testing window are automatically generated based on approved ACT accommodations in TAA.
- Test coordinators must manually place an order for Workkeys accommodations test materials in PearsonAccess^{next}.
    - Instructions can be found in the PearsonAccess^{next} User Guide for Workkeys.
    - The deadline to place WorkKeys accommodated materials order is January 17, 2018.
    - TCs enter the quantity of WorkKeys accommodations materials needed. After the data upload on January 9, TCs can adjust the quantity of standard time WorkKeys materials.

Aspire Early High School
Portal Rollover
- The Aspire portal rollover will be January 2-5. Do not log into the Aspire portal at this time.

Student Information Data Upload
- DPI will upload student information from WISEdata into the Aspire portal on February 6.
- Please have grade 9 and 10 student data in your local Student Information System up-to-date on **February 5** to ensure accurate and up-to-date student information is loaded.

Reading Readiness

Reading Readiness Results
- DPI will load 2017-18 PALS, MAP and STAR reading readiness results to WISEdash for Districts. Districts who had student data loaded for these screeners in 2016-17 will continue to have their data loaded in 2017-18. Districts that did not previously sign a data release will need to do so in order to have their data uploaded into WISEdash. Information on data sharing agreements can be found at:
  - PALS - https://dpi.wi.gov/assessment/reading-readiness/FAQ#data
  - MAP - https://dpi.wi.gov/wisedash/districts/about-data/map
  - Star - https://dpi.wi.gov/wisedash/districts/about-data/star

ACCESS for ELLs

Reminders

- **Test Window is open through February 2nd**
  - More than half of the Listening tests have been completed for the state, along with 45% of the Reading tests. A big thanks to all for your hard work in getting testing up and running so quickly.
  - The **Online Test Administration Script** is on the WIDA Website in the Online Training section under Key Resources.

- **Student Transfer Process**
  - If an EL moves into your district from another Wisconsin district, fill out this form:
    - https://goo.gl/forms/dcoNvXzbOyze6lYm1
  - DPI will verify enrollment, and transfer any partially completed tests from the sending district to your district. Fully completed tests will not be transferred, for accountability reasons. The student will count as having tested in the former district.
  - We anticipate being able to handle most requests in one business day.
  - An email will be sent to the address you specify when the transfer has been completed.

- **ACCESS Materials**
  - Please share materials between schools in your district before ordering more.
    - Additional materials can be ordered through February 2 with two-day shipping.
    - Please place additional materials orders at the district level (first "school" option on list)
  - You may return full boxes of completed test materials at any time.
    - Retain some materials for any students who move into your district later in the test window.

- **Writing Field Test**
  - Optional additional test session with new Writing test items
  - Complete any time between now and March 2
    - March 2, 2018 shows up as end of Test Window on some screens due to this
  - If interested, you may schedule and administer the test session as needed

- **Technology**
  - [2017-18 Technology User Guide](#).
  - [The Device Toolkit tutorial](#)
  - [WIDA AMS resources](#)
  - Software is available in the [WIDA-AMS](#) under General Information > Technology Downloads.
    - INSIGHT is the same for Forward, ACCESS, and the WIDA screener. Existing installs should auto-update when launched.
    - There are separate TSMs for Forward and ACCESS/WIDA screener. Ensure that the ACCESS TSM 9.2 is installed and connected through the Central Office Services (COS) Device Toolkit.

- **Training**
  - [Preparation and Training](#)
  - [Preparing Students](#)
  - Staff need an account on the wida.us website to access training.

- Calendar for year posted [here](#).

NAEP and International Assessments
(selected schools only)

NAEP Schools (Reminders):
- NAEP field staff representatives are starting to get in contact with School Coordinators.
- Student samples are now posted on MyNAEP (www.mynaep.com). School Coordinators can access the lists and make any edits necessary to student demographic information.
- NAEP School Coordinators can begin work on the MyNAEP *Prepare for Assessment* tasks.
- In January, you will have a task of updating your student lists to reflect any changes in enrollment. The default method to update your lists will be to submit an Excel spreadsheet with your full grade (4, 8, or 12) enrollment of students' names and birthdays. There is an alternate method of adding students' names/birthdays one at time, which might be quicker for schools with low mobility rates. There will be more information posted on schools' MyNAEP pages, but if your schools think they will want to add one student at a time instead of uploading a full list, please let Angela know as soon as possible so she can change the designations for that school: angela.dugas@dpi.wi.gov.

TIMSS/ICILS Schools (Update):
- Schools participating in the international assessments TIMSS and ICILS will receive *emails later this week* with information about registering for MyTIMSS or MyICILS.

DAC DIGEST DIGESTIBLES

Important Dates to Remember

December	1: Deadline to manage school participation and choose ship dates for test materials.	ACT/WorkKeys
	4: Test window opens.	ACCESS
	4: Window to order WorkKeys accommodated materials opens.	WorkKeys
	4: Sampled student lists posted on MyNAEP; begin Prepare for Assessment tasks on MyNAEP	NAEP
	Mid: Forward Exam Item Samplers released.	Forward
	20: Braille materials order window opens.	Forward
January	2-5: Aspire portal rollover	Aspire
	5: Recommended deadline to complete enrollment/user/roster uploads for participation in spring testing.	DLM
	8: Date for Districts to have grade 11 student information up-to-date in Student Information System to ensure ACT/WK roster is up-to-date.	ACT/WorkKeys
	9: DPI pulls student rosters from WISEdata and loads into PearsonAccess^{next}.	ACT/WorkKeys
	12: Recommended deadline to complete First Contact and PNP for participation in spring testing.	DLM
	12: Deadline to submit accommodations requests in TAA system.	ACT
	15: DAC guide available.	Forward
	17: Central Office Services (COS), Testing Site Manager (TSM), and INSIGHT installers available.	Forward
	17: DTC Training/Q&A	Forward
	17: Deadline to order WorkKeys accommodated materials.	WorkKeys
	17: Deadline to verify and update student information in PearsonAccess^{next}	ACT/WorkKeys
	18: Test coordinators attend Q&A training session on Test Administration, part two.	ACT/WorkKeys
	22-26: DAC Pre-Test Training (live roadshow).	Forward
	22: DPI pulls Roster from WISEdata to Upload to eDIRECT.	Forward
	26: Deadline to request reconsideration of denied accommodations requests	ACT

Important Tasks to Remember

❏ Ensure all data in Student Information System (SIS) is up-to-date and pushed to WISEdata for January 22 roster pull.	Forward
❏ Plan for student test practice.	ACCESS
❏ Set accommodations and print test tickets.	ACCESS
❏ Ship back full boxes of completed test materials at any time	ACCESS
❏ Look for score report information in Educator Portal. Mail home to parents as soon as possible. *Please share with teachers as appropriate.*	DLM
❏ Update KITE Client on testing devices.	DLM
❏ Ensure relevant team members are aware of the information regarding reading readiness assessment at Reading Readiness Overview and Reading Readiness FAQ.	Reading Readiness

❑ Submit requests for ACT-approved accommodations.	ACT
❑ Place orders for WorkKeys accommodations materials.	WorkKeys
❑ Update contacts for Test Coordinator and Technical Coordinator in the Aspire portal.	Aspire

Online Resource Highlights		
As new resources are posted to our website, we will include them here for your convenience. This is NOT an exhaustive list, but meant to highlight resources with significant relevance to our upcoming test windows.		
Resource	**Description**	**Assessment**
Accessibility Guide	The guide contains information for classroom teachers, English development educators, special education teachers, and related services personnel as they select and administer universal tools, designated supports, and accommodations for those students who need them for the Forward Exam.	Forward
Managing Users in eDIRECT Guide	Guide to help DACs/SACs manage users in eDIRECT portal.	
Technology Resources	Forward Exam Technology Resources including the Technology User Guide, DTC Checklist, System Requirements, etc.	
Forward Calendar Webpage	DPI webpage listing key dates for the Forward Exam	
DLM Data and Results	DPI webpage with links to sample ISR cover letters and resources for understanding DLM Reports.	DLM
District Test Coordinator Checklist	A quick checklist for all of the required DLM responsibilities	
Data Management Manual	A guide to the required steps for loading and editing data in KITE Educator Portal	
PA^{Next} User Guide for WorkKeys	Step-by-step instructions for ordering WorkKeys accommodations materials in PA^{next}	ACT/WorkKeys
ACT Accommodations	DPI ACT accommodations webpage with links to accommodations resources	
ACT EL Supports	DPI webpage of ACT English Learner supports resources	
Aspire portal	Link to the Aspire portal where DACs manage contacts	Aspire
ACCESS for ELLs Calendar	Provides an overview of relevant 2017-18 dates.	ACCESS
Standard Setting Impacts	Information on the score changes starting 2016-17	
Report Card Resources	Various resources to assist in understanding, explaining, and using the 2015-16 school and district report card data.	OEA